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9 March 1982

MEMORANDUM FOR: ICS Office Directors

FROM: _____   25X1
      Director, Intelligence Community Staff

SUBJECT: _____ Follow-up   25X1

At the staff meeting yesterday, I identified several actions that
are necessary to follow-up the discussions we held _____   25X1

    o   <u>DCID 1/2</u> - Prior to pursuing changes in the structure and
content of DCID 1/2, the Chairman, DCID 1/2 Committee, should conduct
market research to determine who uses 1/2, for what purposes and how
it could be changed to better serve the users. This survey should
include discussions with the Chairmen, SIGINT Committee, Human
Resources Committee and COMIREX. The results of this research should
be available by 31 March 1982.

    o   <u>Capabilities Programming and Budgeting (CPB)</u>

    -- <u>Budget Justification</u> - It was noted that in developing
the narrative justification for the budget in the CPB format, it is
essential to identify the entire envelope of possible contributions
from each program, not just contributions to "prime" targets. This
will make it easier to emphasize to Congress and OMB the flexibility
of systems and the magnitude of their contributions to various targets.
While the staff may not find it productive to impose stringent
format requirements on the Program Managers for their submissions,
OPBC should work with them to ensure that this kind of data is
provided. Equally important is the work done by OIC&E and OSC for
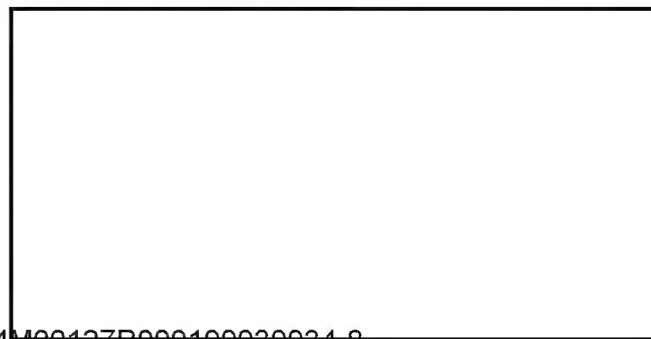the NRO in developing substantive justification for their programs.

    -- <u>Annual Base Review</u> - OPBC has agreed to identify as
early as possible, in any case probably no later than January,
which 25 percent of the base will be reviewed. This will permit
ICS offices to coordinate schedules for reviews that might be com-
patible and give the Program Managers adequate opportunity to
prepare.

    o   <u>Congressional Liaison</u> - _____ is setting up meetings   25X1
for _____ and me to meet with Congressional staffers to   25X1
discuss justification of the ICS budget, as well as the merits of
the CPB system.   25X1

SUBJECT: [   ] Follow-up   25X1

o   Tracking System - A computer-supported system to keep
track of major long-term ICS actions will be instituted shortly.
Prior to initiating long-term studies, action offices will prepare
a time-line which identifies major milestones and deliverables
(e.g., specific actions, memoranda, reports, etc.) required. These
time-lines should be submitted to [   ] and me along with your   25X1
terms of reference for our approval. I would also encourage use of
the "tracking system" for any internal office actions that you want
to follow in detail. [   ] OPBC, is assisting in development   25X1
of this system.

o   Contracts - It has been suggested that I establish a
group to review ICS contracts prior to their submission to me for
approval. The purpose of the group would be to weigh the merits of
each contract proposal (other than those of an operational nature)
in terms of utility to the staff and cost effectiveness. [   ]   25X1
[   ] will be working with ICS offices to identify any specific   25X1
problems with the current coordination process and develop alternatives
for my review.

o   Assessment/Evaluation - OA&E, OHC, OSC and OIC&E will
pursue the OA&E proposal to perform all-source qualitative assessment
of intelligence reporting. By 1 April, the group should identify
the specific topic/area to be assessed and submit a proposed approach
to me along with a time-line with milestones and deliverables
identified.

o   ICS Personnel Hiring - We identified the need to share
information about vacancies and requirements for filling the
positions. At the first staff meeting of each month, you are
encouraged to identify upcoming vacancies, the qualifications you
would like the replacements to have, etc. In this way, you may
assist each other to identify qualified candidates in the Community
who might otherwise go unknown because of breakdowns in the vacancy
notice system.

o   Planning - I will work with [   ]   25X1
to articulate what kind of planning processes the Community needs.

o   CRES - [   ] is preparing a paper for me on changes   25X1
OHC would like to see in its relationship with CRES for me to use
in a discussion with Bob Gates.

                                                                         25X1

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